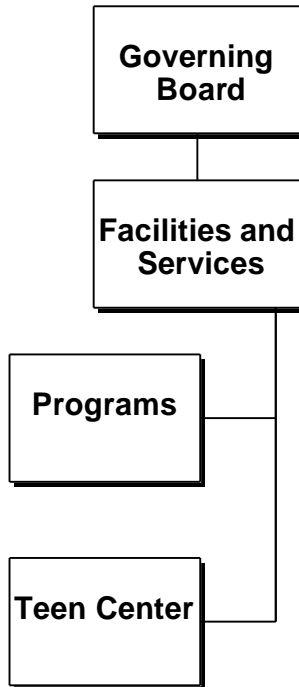


# MCLEAN COMMUNITY CENTER



# FUND 113

## MCLEAN COMMUNITY CENTER

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### *Agency Position Summary*

30 Regular Positions (1) / 25.25 Regular Staff Years (1.0)

### ***Position Detail Information***

#### **GOVERNING BOARD**

#### **FACILITIES & SERVICES**

1	Executive Director
1	Deputy Community Center Director
1	Chief, Administrative Services
1	Recreation Specialist I
1	Information Officer II
6	Facility Attendants I, PT
1	Administrative Assistant IV
2	Administrative Assistants III
3	Administrative Assistants II
17	Positions
13.45	Staff Years

#### **PROGRAMS**

#### **Instruction & Senior Adult Activities**

1	Recreation Specialist II
1	Position
1.0	Staff Year

#### **Special Events**

1	Park Specialist II
1	Position
1.0	Staff Year

#### **Performing Arts**

1	Performing Arts Director
1	Theater Technical Director
1	Asst. Theater Technical Director
1	Recreation Specialist I (1)
1	Administrative Assistant III
1	Cashier PT
1	Facility Attendant II, PT
7	Positions (1)
5.8	Staff Years (1.0)

#### **Youth Activities**

1	Recreation Specialist II
1	Position
1.0	Staff Year

#### **TEEN CENTER**

1	Recreation Specialist I
1	Recreation Assistant
1	Facility Attendant I
3	Positions
3.0	Staff Years

PT Denotes Part-Time Positions  
( ) Denotes New Position

# FUND 113

## MCLEAN COMMUNITY CENTER

### Agency Mission

To provide a sense of community by undertaking programs, assisting community organizations, and furnishing facilities for civic, cultural, educational, recreational, and social activities apportioned fairly to all residents of Small District 1, Dranesville.

Agency Summary					
Category	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	29/ 23.75	29/ 24.25	29/ 24.25	30/ 25.25	30/ 25.25
Expenditures:					
Personnel Services	\$1,430,686	\$1,557,521	\$1,552,821	\$1,643,881	\$1,643,881
Operating Expenses	844,773	907,608	1,041,554	1,080,785	1,080,785
Capital Equipment	7,331	13,000	37,965	54,310	54,310
Capital Projects	17,242	250,000	394,341	35,000	35,000
<b>Total Expenditures</b>	<b>\$2,300,032</b>	<b>\$2,728,129</b>	<b>\$3,026,681</b>	<b>\$2,813,976</b>	<b>\$2,813,976</b>

Summary by Cost Center					
Category	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
Facilities & Services	\$1,142,166	\$1,142,117	\$1,313,401	\$1,292,301	\$1,292,301
Programs	910,361	1,030,801	1,032,071	1,164,723	1,164,723
Teen Center	230,263	305,211	286,868	321,952	321,952
<b>Subtotal Expenditures</b>	<b>\$2,282,790</b>	<b>\$2,478,129</b>	<b>\$2,632,340</b>	<b>\$2,778,976</b>	<b>\$2,778,976</b>
Capital Projects	\$17,242	\$250,000	\$394,341	\$35,000	\$35,000
<b>Total Expenditures</b>	<b>\$2,300,032</b>	<b>\$2,728,129</b>	<b>\$3,026,681</b>	<b>\$2,813,976</b>	<b>\$2,813,976</b>

### Board of Supervisors' Adjustments

*The following funding adjustments reflect all changes to the FY 2003 Advertised Budget Plan, as approved by the Board of Supervisors on April 29, 2002:*

- ◆ The Board of Supervisors made no changes to the FY 2003 Advertised Budget Plan.

*The following funding adjustments reflect all approved changes to the FY 2002 Revised Budget Plan from January 1, 2002 through April 22, 2002. Included are all adjustments made as part of the FY 2002 Third Quarter Review:*

- ◆ FY 2002 expenditures are required to increase \$61,956 due to an increase of \$12,675 in operating expenses for higher than anticipated costs for indoor signage. Funding of \$53,981 in capital projects is required to provide for the unanticipated replacement of a 30-ton HVAC in the theater as well as two air handlers at the teen center, partially offset by a savings of \$4,700 in personnel services.
- ◆ FY 2002 revenues are projected to increase \$18,677, or 0.7 percent over the FY 2002 Revised Budget Plan total of \$2,822,040 primarily due to an increase of \$128,268 in Real Estate Taxes based on actual assessments partially offset by a decrease of \$44,160 in interest income and a decrease of \$65,431 from revenue associated with programs offered by the Center.

# **FUND 113**

## **MCLEAN COMMUNITY CENTER**

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### ***County Executive Proposed FY 2003 Advertised Budget Plan***

#### **Purpose**

The McLean Community Center fulfills its mission by offering a wide variety of services and programs. Open 14 hours a day Monday through Saturday, and on Sunday afternoons, the Center is the place where McLean people meet. The building is used by the whole community. Special interest groups gather for civic, social, and cultural activities. Families, groups, and companies rent rooms for parties, receptions, and meetings. Community theater groups perform in the Alden Theatre. The Center sponsors free drop-in activities such as open bridge games and children's cooperative play.

Classes and activities for all ages are offered at nominal fees. They include aerobics, computers, acting, tours, and many more. There are special events and seasonal activities at the Center and at schools and parks, such as McLean Day, Taste of the Town, Fourth of July, Summer Camp, Halloween, and a Craft Show. The McLean Project for the Arts operates a gallery in the Center and offers art classes. The Alden Theatre presents professional shows, travel films, and entertainment for children. The Old Firehouse is a popular teenage social and recreation center in downtown McLean, operated by the Community Center.

#### **Key Accomplishments**

- ◆ Obtained a grant from the McLean Citizens Foundation to install theatrical lighting in the Old Firehouse teen center.
- ◆ Celebrated the 25<sup>th</sup> anniversary of the McLean Community Center with a successful public event and publication of an award-winning souvenir historical booklet.
- ◆ Designed and created an historical mural for permanent installation in the Center.
- ◆ Produced a video to promote the Center, funded by the nonprofit Friends of the McLean Community Center.
- ◆ Expanded the "Rising Stars" series of concerts presented in the Center's Alden Theatre, sponsored by the Music Friends of the Fairfax County Public Library.
- ◆ Substantially increased the number of recreational classes offered.
- ◆ Produced a musical version of "A Christmas Carol" with an originally edited script and score, which will be repeated annually with community members in the cast.

#### **FY 2003 Initiatives**

- ◆ Replace HVAC system in the Emerson Gallery, and convert unit from electricity to gas.
- ◆ Install improved lighting in parking lot.
- ◆ Conduct a feasibility study for capital projects to enlarge the facility.
- ◆ Conduct a community survey to assess customer needs.

# FUND 113

## MCLEAN COMMUNITY CENTER

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### Performance Measurement Results

Since FY 1999, the Center has succeeded in steadily increasing the number of patron hours, which is the number of persons taking part multiplied by the time the average person spent in the class or other activity served in the facility by more efficient scheduling of space. The objective is to continue this increase in patron hours while maintaining costs and improving the quality of service.

Patron hours have increased in almost every activity offered by the Center, except for major events each year (McLean Day and Fourth of July) which are held outdoors, subject to the weather. Given the limitations imposed by the venues, attendance at special events and theatre performances is projected to remain constant. Classes and other activities for adults and children are projected to increase.

Efficiency is measured by cost per patron hour. The Center has upgraded the quality of instruction offered, thus incurring some higher costs. In addition, increased advertising is required to attract participation in the Center's programs, at higher cost. However, modest increases in cost per patron hour will be offset by revenue generated by increased fees.

Service quality is measured by customer satisfaction surveys. These are conducted at the conclusion of classes and other activities, and on-site at special events that attract large crowds. Additionally, a return postage-paid survey has been included in the Center's magazine, which is mailed to all residents of the Center's tax district. A very high level of approval has been noted in every aspect of operation, which is corroborated by the minimal number of complaints received. The objective is to maintain the Center's excellent reputation for customer satisfaction.

### Funding Adjustments

*The following funding adjustments from the FY2002 Revised Budget Plan are necessary to support the FY 2003 program:*

- ◆ An increase of \$51,360 in Personnel Services associated with salary adjustments necessary to support the County's compensation program.
- ◆ An increase of \$35,000 in Personnel Services to provide for 1/1.0 SYE additional Recreation Specialist I position required to assist in Performing Arts due to the increases in programs and citizen participation.
- ◆ A net increase of \$51,906 in Operating Expenses primarily to provide for expanded programs and services due to increased participation in the Center's activities.
- ◆ Capital Equipment funding of \$54,310 including a replacement aerial work platform and audio mixer for use in Performing Arts, a scanning system and juke box for youth activities and programs, and a van to meet various transportation needs. Funding for the van is being matched by local nonprofit citizens' organizations.
- ◆ Capital Projects funding of \$35,000 includes \$5,000 for the refurbishment and ventilation of the theater box office, \$5,000 for improved interior lighting at various places in the Center, and \$25,000 for a feasibility study on the expansion of the Center.

*The following funding adjustments reflect all approved changes in the FY2002 Revised Budget Plan since passage of the FY 2002 Adopted Budget Plan. Included are all adjustments made as part of the FY 2001 Carryover Review and all other approved changes through December 31, 2001:*

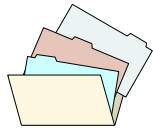
- ◆ Encumbered carryover of \$168,796 including \$66,101 in Operating Expenses, \$12,335 in Capital Equipment, and \$90,360 in Capital Project balances.

# FUND 113

## MCLEAN COMMUNITY CENTER

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- ◆ Unencumbered carryover of \$67,800 including \$55,170 in Operating Expenses and \$12,630 in Capital Equipment required for the replacement of carpeting and HVAC units, lighting and sound equipment in the theater, and improved signage to provide better information and directions for patrons.



## Facilities and Services

### Goal

To administer the facilities and programs of the McLean Community Center, to assist local public groups planning activities, and to provide information to citizens in order to facilitate their integration in the life of the community.

Cost Center Summary					
Category	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	17/ 12.95	17/ 13.45	17/ 13.45	17/ 13.45	17/ 13.45
<b>Total Expenditures</b>	<b>\$1,142,166</b>	<b>\$1,142,117</b>	<b>\$1,313,401</b>	<b>\$1,292,301</b>	<b>\$1,292,301</b>

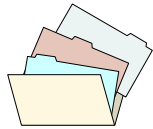
### Objectives

- ◆ To increase the number of patrons served by 1.0 percent from 385,000 to 389,000, while maintaining or improving service quality.

### Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate/Actual	FY 2002	FY 2003
<b>Output:</b>					
Patrons served	NA	360,785	333,000 / 367,445	385,000	389,000
<b>Efficiency:</b>					
Cost per patron	NA	\$2.98	\$3.14 / \$3.13	\$3.12	\$3.34
<b>Service Quality:</b>					
Service complaints (based on Taxpayer and Participant Satisfaction Survey)	NA	4	4 / 3	4	4
<b>Outcome:</b>					
Percent change in cost per patron	NA	(2.6%)	5.4% / 5.0%	(0.3%)	7.1%

# FUND 113 MCLEAN COMMUNITY CENTER



## Programs

### Goal

To provide programs and classes to McLean Community Center district residents of all ages in order to promote personal growth and a sense of community involvement.

Cost Center Summary					
Category	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	9/ 7.8	9/ 7.8	9/ 7.8	10/ 8.8	10/ 8.8
<b>Total Expenditures</b>	<b>\$910,361</b>	<b>\$1,030,801</b>	<b>\$1,032,071</b>	<b>\$1,164,723</b>	<b>\$1,164,723</b>

### Objectives

- ◆ To maintain the number of patron hours in classes and in Senior Adult Activities at 55,800 patrons.
- ◆ To increase the number of patrons attending major community Special Events such as July 4<sup>th</sup> fireworks to 20,000.
- ◆ To increase the number of patron hours served by Performing Arts activities by 1.2 percent, from 85,000 to 86,000.
- ◆ To increase the number of patron hours in Youth Activities by 1.5 percent, from 33,000 to 33,500.

### Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate/Actual	FY 2002	FY 2003
<b>Output:</b>					
Patron hours in classes and Senior Adult Activities	52,600	53,800	55,803 / 55,800	55,800	55,800
Patron hours at Special Events	21,243	16,800	19,500 / 17,500	13,500	20,000
Patron hours at Performing Arts Activities	65,535	68,638	78,013 / 84,505	85,000	86,000
Patron hours at Youth Activities	26,194	28,984	29,128 / 32,581	33,000	33,500
<b>Efficiency:</b>					
Cost per patron hour in classes and Senior Adult Activities	\$1.93	\$1.83	\$2.08 / \$2.00	\$2.18	\$2.44
Cost per patron at Special Events	\$4.77	\$7.18	\$8.00 / \$8.13	\$13.06	\$8.85
Cost per patron at Performing Arts Activities	\$5.74	\$6.07	\$6.70 / \$5.77	\$6.40	\$6.89
Cost per patron at Youth Activities	\$5.07	\$5.05	\$6.42 / \$5.21	\$6.46	\$6.74

# FUND 113

## MCLEAN COMMUNITY CENTER

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate/Actual	FY 2002	FY 2003
<b>Service Quality:</b>					
Percent satisfied with classes and Senior Adult Activities	95%	95%	95% / 95%	95%	95%
Percent satisfied with Special Events	80%	99%	100% / 100%	100%	100%
Percent satisfied with Performing Arts Activities	100%	100%	100% / 100%	100%	100%
Percent satisfied with Youth Activities	95%	95%	95% / 95%	95%	95%
<b>Outcome:</b>					
Percent change in participation in classes and Senior Adult Activities	NA	2.3%	3.7% / 3.7%	0.0%	0.0%
Percent change in participation at Special Events	NA	(20.9%)	16.1% / 4.2%	(22.9%)	48.1%
Percent change in participation at Performing Arts Activities	NA	4.7%	13.7% / 23.1%	0.6%	1.2%
Percent change in participation at Youth Activities	NA	10.7%	0.5% / 12.4%	1.3%	1.5%



## Teen Center

### Goal

To provide a facility for local youth in grades 7-12 in order to promote personal growth and provide a safe recreational and productive environment.

Cost Center Summary					
Category	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	3/ 3	3/ 3	3/ 3	3/ 3	3/ 3
<b>Total Expenditures</b>	<b>\$230,263</b>	<b>\$305,211</b>	<b>\$286,868</b>	<b>\$321,952</b>	<b>\$321,952</b>

### Objectives

- ◆ To increase the number of weekend participant hours by 5.3 percent, from 26,500 to 27,900, toward a target of 41,356, which is the maximum capacity of the facility.
- ◆ To increase the number of weekday participant hours by 8.0 percent, from 5,557 to 6,000.



# FUND 113

## MCLEAN COMMUNITY CENTER

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### Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate/Actual	FY 2002	FY 2003
<b>Output:</b>					
Weekend participant hours provided	23,894	23,061	23,522 / 25,286	26,500	27,900
Weekday participant hours provided	3,451	5,092	5,143 / 5,400	5,557	6,000
<b>Efficiency:</b>					
Cost per participant hour (both weekend and weekday)	\$8.91	\$5.35	\$8.94 / \$7.51	\$9.65	\$9.15
<b>Service Quality:</b>					
Percent of satisfied weekend participants	95%	95%	95% / 95%	95%	95%
Percent of satisfied weekday participants	95%	95%	95% / 95%	95%	95%
<b>Outcome:</b>					
Percent change in weekend participant hours	(42.2%)	(3.5%)	2.0% / 9.6%	4.8%	5.3%
Percent change in weekday participant hours	(24.4%)	47.6%	1.0% / 6.0%	2.9%	8.0%

A Fund Statement, a Summary of Capital Projects, and Project Detail Table for the project funded in FY 2003 are provided on the following pages. The Summary of Capital Projects may include some projects without a Total Project estimate amount. These projects are considered "continuing" projects or projects for which funding is necessary on an ongoing basis (e.g., a contingency or planning project).

# FUND 113

## MCLEAN COMMUNITY CENTER

### FUND STATEMENT

#### Fund G10, Special Revenue Funds

#### Fund 113, McLean Community Center

	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
<b>Beginning Balance</b>	<b>\$1,758,723</b>	<b>\$1,657,276</b>	<b>\$2,083,852</b>	<b>\$1,825,329</b>	<b>\$1,782,050</b>
Revenue:					
Taxes	\$1,936,188	\$2,029,343	\$2,157,611	\$2,205,160	\$2,205,160
Interest	149,796	127,160	83,000	87,606	87,606
Rental Income	36,826	35,750	36,000	36,500	36,500
DuVal Donation	15,012	0	0	0	0
Instructional Fees	152,585	116,401	130,000	160,195	160,195
Performing Arts	117,325	129,153	101,717	134,310	134,310
Vending	2,736	3,550	2,635	2,800	2,800
Senior Adult Programs	14,303	8,000	9,646	15,000	15,000
Special Events	59,463	65,984	65,900	76,671	76,671
Theater Rentals	39,393	28,378	52,797	25,292	25,292
Youth Programs	144,483	153,225	130,000	164,082	164,082
Miscellaneous Income	33,140	34,887	32,924	46,097	46,097
Teen Center Income	21,401	82,722	31,000	54,500	54,500
Visual Arts	23,560	7,487	7,487	24,000	24,000
<b>Total Revenue</b>	<b>\$2,746,211</b>	<b>\$2,822,040</b>	<b>\$2,840,717</b>	<b>\$3,032,213</b>	<b>\$3,032,213</b>
<b>Total Available</b>	<b>\$4,504,934</b>	<b>\$4,479,316</b>	<b>\$4,924,569</b>	<b>\$4,857,542</b>	<b>\$4,814,263</b>
Expenditures:					
Personnel Services	\$1,430,686	\$1,557,521	\$1,552,821	\$1,643,881	\$1,643,881
Operating Expenses	844,773	907,608	1,041,554	1,080,785	1,080,785
Capital Equipment	7,331	13,000	37,965	54,310	54,310
Capital Projects	17,242	250,000	394,341	35,000	35,000
<b>Total Expenditures</b>	<b>\$2,300,032</b>	<b>\$2,728,129</b>	<b>\$3,026,681</b>	<b>\$2,813,976</b>	<b>\$2,813,976</b>
Transfer Out:					
County Debt Service (200)	\$121,050	\$115,838	\$115,838	\$110,550	\$110,550
<b>Total Transfer Out</b>	<b>\$121,050</b>	<b>\$115,838</b>	<b>\$115,838</b>	<b>\$110,550</b>	<b>\$110,550</b>
<b>Total Disbursements</b>	<b>\$2,421,082</b>	<b>\$2,843,967</b>	<b>\$3,142,519</b>	<b>\$2,924,526</b>	<b>\$2,924,526</b>
<b>Ending Balance</b>	<b>\$2,083,852</b>	<b>\$1,635,349</b>	<b>\$1,782,050</b>	<b>\$1,933,016</b>	<b>\$1,889,737</b>
Equipment Replacement Reserve <sup>1</sup>	\$534,502	\$446,955	\$446,955	\$1,216,380	\$1,216,380
<b>Unreserved Balance</b>	<b>\$1,549,350</b>	<b>\$1,188,394</b>	<b>\$1,335,095</b>	<b>\$716,636</b>	<b>\$673,357</b>
<b>Tax Rate per \$100 of Assessed Value</b>	<b>\$0.028</b>	<b>\$0.028</b>	<b>\$0.028</b>	<b>\$0.028</b>	<b>\$0.028</b>

<sup>1</sup> In FY 1998, the Equipment Replacement Reserve was established to provide for the replacement of capital equipment and some building repairs that are not included under capital expansion projects within this fund.

# FUND 113

## MCLEAN COMMUNITY CENTER

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### FY 2003 Summary of Capital Projects

#### Fund: 113 McLean Community Center

Project #	Description	Total Project Estimate	FY 2001 Actual Expenditures	FY 2002 Revised Budget	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
003600	Mc Lean Community Center Addition	\$493,656	\$0.00	\$6,504.80	\$0	\$0
003601	McLean Community Center Improvements	783,966	17,169.66	382,266.34	35,000	35,000
003612	Susan B. DuVal Arts Studio	516,470	72.60	5,570.01	0	0
<b>Total</b>		<b>\$1,794,092</b>	<b>\$17,242.26</b>	<b>\$394,341.15</b>	<b>\$35,000</b>	<b>\$35,000</b>

# FUND 113

## MCLEAN COMMUNITY CENTER

<b>003601</b>	<b>McLean Community Center Improvements</b>
Oak Ridge and Ingleside	Dranesville
Project 003601: Center improvements funded through this project in prior years included parking lot expansion, carpet purchase and installation, landscaping, and HVAC modifications. FY 2003 funding provides for renovations to the theater box office, improvements to interior lighting at various locations in the Center, and a feasibility study on the expansion of the Center.	

	Total Project Estimate	Prior Expenditures	FY 2001 Expenditures	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	Future Years
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design and Engineering	108,540	63,003	0	10,537	35,000	0
Construction	658,105	273,989	12,387	371,729	0	0
Other	17,321	12,538	4,783	0	0	0
<b>Total</b>	<b>\$783,966</b>	<b>\$349,530</b>	<b>\$17,170</b>	<b>\$382,266</b>	<b>\$35,000</b>	<b>\$0</b>

<b>Source of Funding</b>				
General Fund	General Obligation Bonds	Transfers from Other Funds	Other	Total Funding
\$0	\$0	\$0	\$35,000	\$35,000